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State of Wyoming A&I Human Resources

A&I HRD BULLETIN

February 2015

State Personnel Rules

Governor Mead approved all changes to the State Personnel Rules except those in new Chapter 8, Grievance and Appeals. Therefore, old Chapter 12 was not repealed. It is still in effect. New Chapter 8 will be rewritten and refiled through the Administrative Procedures Act process.

Changes to the Compensation Policies Effective 01//01/2015

~ Provided considerable flexibility for Agencies to adjust pay using the Minimum and the Market Policy Position (MPP) as the authorized ranges for pay adjustments. Anything over the MPP requires prior written approval of A&I HRD.

~ Added procedures and priority list for agencies to follow requiring them to identify where the funding will come from within their standard operating budget to pay for any employee compensation adjustment.

~ All pay adjustments throughout the policies places the responsibility and accountability on the Agency Directors to stay within their overall standard budget and work with the A&I Budget office to ensure there is no increase to their budget.

~ Grouped existing allowable pay actions into three categories:

- ◆ Pay Adjustments to a Higher Grade – Promotions & Reclassifications the same now; Pay may be adjusted to the Market Policy Position (MPP) of the new grade. This was done to be consistent with promotions and new hire policies of offering pay up to the MPP.
- ◆ Pay Adjustments (Reductions) to a Lower Grade – Voluntary and Involuntary movement to a classification in a lower grade; Pay may be adjusted to anywhere within the minimum and maximum of the pay range. This was done to allow agencies to adjust the pay downward to levels of other employees if necessary to prevent equity issues.
 - ◇ Pay increases are not allowed on Downward movement
- ◆ Special Pay Adjustments – Removed previous limits on amounts of adjustments as long as the proposed adjustment do not exceed the MPP and do not increase the overall standard budget. Special pay actions include:
 - ◇ Transfers to a different position within the same grade;
 - ◇ Temporary additional duties assigned to a position, which are typically performed at a higher grade than the employee's current grade;
 - ◇ Salary adjustment to correct equity issues within a classification;
 - ◇ Salary adjustment to correct equity issues created by a statewide policy implementation;
 - ◇ Specialty Team Adjustments
 - ◇ Interim Appointment to a higher grade
 - ◇ Certification Adjustment
 - ◇ Retention Adjustment
 - ◇ Other issue that may be identified by A&I HRD (at the discretion of A&I HRD)

~ Added process A&I HRD uses for survey sources in determining pay ranges.

Occupational Studies Update

Appraiser and Land Management – (class codes in LRLM and LRAP) Agency Services is collaborating with agencies to finalize this occupational study.

Trades Occupational Study

Because this is a very large group of people, the study will be broken down into the smaller family classification sections within the Trades Occupational Group. The first class grouping to be reviewed will be the Electrician classification family (TDEL). Agencies

will be called to schedule meeting to conduct reviews of positions.

If your agency has not sent in requested JCQ's, please send them to AI-HRD-AGYSVCS@wyo.gov. The due date was February 9, 2015.

NOTE: For all occupational studies, Agency Services has begun the practice of meeting with all individuals in each position. Due to a lack of funding for travel Agency Services staff will use Google Hangouts or Skype to meet with those employees located outside of Cheyenne.

Mark Your Calendar/Training

The March 2nd HR training topic has been changed from Job Evaluation and Compensation Update to a Personnel Rules Update. Since the State Personnel Rules were significantly changed, and Chapter 12 is in the process of being rewritten, we thought this would be a good time to review changes with state HR representatives.

The training will start at 1:30 pm in room 1699 of the Herschler Building. The length of the session will depend on the amount of discussion and questions asked, but we hope to be done before 3:30 pm. I have attached the google registration link, so we can get a count of attendees. There is a space to let us know if you would like remote access to this session.

Questions from the audience are hard for the remote listeners to hear, so you may submit questions to me in advance, and they will be read and answered before other questions.

The Registration link was emailed February, 18

Monday, April 6, 2015

Health Care Issues for HR Professionals,

from 1:30pm to 4:pm in Room B-63 of the Herschler Building. Ralph Hayes will be presenting information on big picture health care issues including medical tourism, the Leap Frog Group

For more information please contact Kate Selby 777-6728

kate.selby@wyo.gov

eLearning Update

eLearning Specialist Matt Nagy has been busy. He has updated and produced a long list of training courses available for all state employees and with no cost.

Some titles include:

☐ Time Management ☐ Stress Management ☐ Ethics ☐ Wise Certificate
☐ Anti-Discrimination ☐ Dealing with Challenging Encounters in the Workforce

Please encourage your employees to take advantage of these training opportunities at no cost to your agency.

Certificates of completion can be printed at the end of each course.

Agency Requests for State of Wyoming Internship Reimbursement Program

HRD is now accepting requests for agency participation in the State of Wyoming 2015 Internship Reimbursement Program.

The program provides opportunities for students to gain first-hand knowledge and understanding of governmental processes through pre-professional work. Interns and agencies find the experience valuable resulting in

many interns hired after graduation as full time state employees.

Agencies participating in the program will be reimbursed \$9.00 per payroll hour for each approved intern. The program allows reimbursement up to a total of 520 hours per intern. The term of employment can start May 1st 2015. If your agency is interested in this program, please complete

the “**Request for Internship Reimbursement 2015**” form and submit it to the A&I HRD Internship Reimbursement Program Coordinator: Karla Smith at karla.smith@wyo.gov.

The number of Internships is limited. Agency requests That were submitted by February 17, 2015, will be given first consideration.